UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS

INSTRUCTIONS OF THE EXCEL BASED CJA WORKSHEETS

The United States District Court for the District of Rhode Island has created and shared with us a series of worksheets to assist CJA attorneys with their CJA 20 vouchers. The Court has made three different worksheets available: worksheets to track "In Court" time, "Out-of-Court" time, and Expenses. The worksheets are in Microsoft™ Excel format and are compatible with Excel versions 2003 and later. The forms have a number of features:

1.   The worksheets do the math for you: The worksheets will calculate the CJA attorney pay rate and mileage rate on the basis of the date entered and keeps running totals for each category on the CJA 20 form.

2.   Each worksheet is capable of being expanded to ten pages of entries (about 170 events).

3.   Each worksheet contains columns that correspond to the categories in Boxes 15 and 16 of the CJA 20 form.

4.   Each "Brief Description of Service" field allows for three lines of text, about 148 characters total.

Note: These worksheets do not eliminate the need for filing a CJA 20 voucher to receive payment. Totals generated by these worksheets will still need to be entered on a CJA20 voucher and submitted to the Court for payment. Also, **the worksheets only contain CJA attorney pay rates for after 5/20/2007.**

Using the CJA 20 Excel Worksheet

1.   Copies of the worksheets can be downloaded from the CJA page of the Court's website at http://www.ilnd.uscourts.gov/LEGAL/CJApage/cjapage.htm and saved to your personal computer.

2.   On the first page, be sure to enter the Judge's name, the case number, and the defendant's name in the fields on the upper right-hand portion of the form. Once this information is entered on Page 1, it will automatically appear on subsequent pages.

3.   All dates should be entered in MM/DD/YY year format. Once a date is entered, the correct hourly rate or mileage rate will appear in the rate column for that row.

4.   In line with CJA regulations, be sure to enter all time in tenths of an hour. The worksheets will not accept hourly entries of more than one decimal place.

5.   Once the time is entered, the worksheets will automatically multiply the time entered by the rate (which is determined by the date entered in the first column).

6.   If you need to expand your worksheet to another page, select the "Page 2" tab at the bottom

of the window. This will provide you with a blank sheet. Note, though, that the totals from the previous page will now appear on the "Overall Totals" and "Grand Total" lines at the bottom of the new page.   Currently, these worksheets can be expanded to ten pages (which is about 170 entries).

7.   To print your worksheets:

     A.   If your worksheet is only one page, go to "File," then "Print."

     B.   <u>If your worksheet is longer than one page</u>, you can print all of the pages at once by doing the following:

          □ In your worksheet, go to Page1 and then left-click the tab for each additional page that you want to print while holding Shift (this make all of the sheets "active"). Once you have done this, go to "Print" and make sure that "Active Sheet(s)" is selected under the "Print What" section of the Print dialog box.

          □ If you have entered information on all ten pages, go to "Print" and select "Entire Worksheet" under the "Print What" section.